



Budget Documents
The Town of Capitol Heights

FISCAL YEAR 2013-2014

June 10, 2013

BUDGET HEARING

June 17, 2013

ADOPTION

Presented by: Michelle Bailey-Hedgepeth
Town Administrator



Town of Capitol Heights

Fiscal Year 2013-2014

Budget Outline

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June 17, 2013

Budget Message – Michelle Bailey-Hedgepeth, Town Administrator

Honorable Mayor, Council and Residents of the Town of Capitol Heights,

I am proud to present to you the budget document for Fiscal Year 2013-2014. I realize that these have been challenging times for our Town and Nation. We face another challenging budget but we have been fortunate in our ability to get new sources of grant funding and fiscal improved management

When we started the budget process this year we were looking at a smaller shortfall due to declining property assessments then last year. Thank you for making some tough choices already and it is my hope that this budget will be an opportunity to start a conversation regarding the Council and resident funding priorities.

Sound fiscal decision making on all of our parts is helping to continue improve our services to residents. I am focused on spending each dollar we get from taxpayers efficiently and effectively. I believe together we can find solutions to make this a better community. I have tried to make this process more accessible and understandable.

Enclosed is the Final Budget Document adopted June 17, 2013

Sincerely,

Michelle Bailey-Hedgepeth

Michelle Bailey-Hedgepeth
Town Administrator

Explanation of Funds & Budget Format Changes

General Fund and Reserves:

The Town of Capitol Heights maintains a General Fund Account which contains the proceeds of all tax receipts, fees, fines, grants and sponsorship dollars. The Town maintains two town bank accounts which comprise the General Fund.

The Town's operating account is used to pay to the day to day expenses and the Town maintains a separate interest bearing account that has been referred to as reserve account. As part previous budgets the transfers from the two accounts appeared as expenses in this budget staff is suggesting that this should not be noted in this manner because funds are not being expended.

The Town notes the transfer the PNC account each year as Administration Expense.

Grant Funds:

Grant funds in this budget have been noted as separate expenses in related departmental budget. Only grant dollars that have been awarded are noted in the budget. Future grants will be added as budget adjustments throughout the year.

The Town was successful in acquiring the following grants for FY 2014:

- Community Legacy 2013 - \$50,000
- Strategic Demolition – SGIF - \$250,000
- MD Department of Energy – Smart Communities - \$72,000

Also note, that staff added information on grants that were applied for before the budget deadline and grants that may be applied for during FY 2014.

Sponsorships:

In March 2012, the Council adopted a formal sponsorship program. These funds will be credited to the General Fund to offset specific noted event and program expenses.

Personnel Staffing Chart

This schedule depicts the staffing for various budgets and departments within the Town. The numbers refer to Full Time Equivalents or FTE's. Some part time positions may be occupied by multiple employees throughout the year in the case of laborers and interns.

New Items/ Format Changes:

The Town has separated out Community Affairs spending and Grant expenditures into separate sections so that these items can be more transparent. Items within budgets have been rearranged and organized to better group expenditures.

Budget Notes:**Community Affairs (Additional Information):**

Over the last several years the Town has utilized a series of line items that have been moved to a new format to more clearly show expenditures

1. **Newsletters & Marketing (5300):** This line item is used to produce the quarterly town newsletter an annual Christmas cards and other special printings.
2. **Community Promotions(5070):** This line item is used to fund smaller community events that have included and may include the following as adopted by the Town Council
 - a. Holiday and Community Events
 - i. National Night Out (August 2013)
 - ii. Veterans Day (November 2013)
 - iii. Season of Thanks (November 2013)
 - iv. Holiday Celebration (December 2013)
 - v. MLK Day Event (January 2014)
 - vi. Black History Month (February 2014)
 - vii. Easter (Spring 2014)
 - viii. Health Fair (Spring 2014)
 - b. Community Rallies
 - c. Other event related expenses
3. **Donations and Contributions (5300):** This line item has been designated to donation to charitable groups and Town Sponsored organization. The Town does not make donations to individuals for emergencies. The Town normally makes donations to the Fire Department, local schools, Got/Hope and the Boys and Girls Club.
4. **Senior Programs (5080):** This line item is used for senior programs and events these have included the following activities:
 - a. Bus Rides and Trips (Movies, Museums and area of interests)
 - b. Dinners and Lunch Parties
 - c. Pampering Events
 - d. Catering for events and other related expenses
5. **Youth Programs (5282):** This line item is used for youth oriented events and activities. Over the last few years these events have included the following:
 - a. Leadership Camp (July/August 2013)
 - b. Back to School Event (September 2013)
 - c. Youth Summit (Fall 2013)
 - d. College Tour (Spring Break 2014)
 - e. Mentoring Programs
 - f. Job Preparation Program
6. **Hoops Classic and Capitol Heights Day:** These are two of our larger scale events and funding for these events are provided as part of these two line items

Budget Notes – Grants

This is a new section that was previously part of Neighborhood Services.

In this budget, staff outlined the planned grant related budget expenditures. During this Fiscal Year the town may expend more than \$500,000 in federal funds which will require an additional audit. Staff will prepare an item for the Council to approve amendment if this occurs. Many of the Town's federal grants have been delayed and are controlled by agreements the County and State. CDBG funds are construction related and projects are subject the time of year and weather conditions.

This area also highlights grants for which the Town may apply and estimates of requests. The details of the application may vary after consultation with grant funders and information on grant requirements.

Town Accomplishments and Goals

Administration Accomplishments Fiscal Year 2014

- Completed Fiscal Year Audit FY 2012 by October 2012
- Revised payment methods including the implementation of Purchasing Card process and policy
- Continued to improve Town Website that includes:
 - Agenda Information and Minutes
 - Improved Job Postings and Applications
 - Calendars
 - More timely news and information
 - Updated and used Facebook & Twitter
- Obtained Community Legacy funding for Fiscal Year 2012 in the amount of \$200,000 for property acquisition and SGIF Funds for \$250,000 for additional acquisitions.
- Obtained Playful City Designation for the last two years
- Obtained MEA Smart Community Grant funds in the amount of \$72,000.00
- Partnered with Housing Imitative Partnership (HIP) on Community Legacy Funding and we have received \$150,000 in funding for Housing Acquisition
- Completed projects from previous year EECBG (Energy Efficiency Community Block Grant) funds for lighting and green renovations totaling over \$130,000.00
- Implemented regular reporting to Council by the Town Administrator on Town Matters and developed weekly and Quarterly reports on progress.
- Improved financial reporting and created Cash Flow monthly reports to better predict bills and cash management.

- Applied for grant funding for KaBOOM to improve Capitol Height Elementary School Playground
- Sought and obtained Funding for CDBG PY 38 and Began the PY 37 projects
- Continued to provide Cash Flow reports and improved in financial reporting
- Drafted Employee Handbook for Council review
- Successfully held community events and activities for youth and seniors
- Implemented RFP process to obtain new bids for services:
 - Accounting Services
 - Audits
 - Demolition of Emmet Street Property

Police Department Accomplishments Fiscal Year 2014

- Reduced the Crime rate in the Town
- Established protocols and procedures for officers
- Proactively worked with neighbors on community policing
- Begun Community Policing initiatives
 - Established Explorer Post
 - Held Successful Neighborhood Watch Training Session
 - Established Community Policing Programs
- Purchased new Fleet Vehicles to increase police presence throughout the Town
- Began Speed Camera Program
- Completed Ordinance for Red Light Camera and Implementing Program
- Began Digital Finger Printing
- Began Chaplin Core
- Held numerous neighborhood meetings
- Implemented enhanced patrols of the Community
- Successfully implemented and revised a portion of the General Orders
- Refreshed and repainted Police Department

Personnel Chart - FY 2014 Budget***

Title/Department	Salary FY 2012	Authorized FY 2012	Authorized FY 2013	Proposed FY 2014	Notes
TOWN COUNCIL					
Mayor	\$7,400.00	1	1	1	
Councilmembers	\$6,600.00	6	6	6	
ADMINISTRATION					
Town Administrator	\$80,000.00	1	1	1	
Asst. Town Administrator	\$55,000.00	1	1	0	start 9/13
Executive Assistant	\$52,000.00	1	1	1	
Administrative Assistant	\$38,000.00	1	1	0.75	
Finance Director (Treasurer)	\$60,000.00	1	1	1	
Interns	\$17,200.00	0	0	1	
Call -A-Bus Driver	\$25,000.00	0.75	0.75	0.75	
Total Admin	\$327,200.00				
NEIGHBORHOOD SERVICES					
Code Enforcement Officer	\$40,000.00	2	2	1	
NSD Supervisor	\$40,000.00	0	0	1	Start 8/13
Laborer I/II*	\$12.50 per hour	2.5	3	3	\$65,000.00
PT Code Enforcer	14-18 Hr				\$20,000.00
Snow Plow Driver	\$15 per hour	NA	0.25	0.25	\$5,000.00
Lead Officer - Manager	\$48,000.00	1	1	1	Start 8/13
Total NSD	\$218,000.00				\$90,000.00
POLICE DEPARTMENT					
Chief	\$75,000.00	1	1	1	\$75,000.00
Deputy Chief	\$60,000.00	1	1	1	Start 9/13
LT	\$55,000.00	1.5	2.5	1.5	\$71,700.00
Master Patrol Officer * formally Corporal	\$44,000.00	1	1.5	1.25	\$50,000.00
Private 1 st Class - Police Officer	\$40,000.00	5	4.5	4.5	\$165,000.00
Administrative Assistant	\$40,000.00	1	1	1	\$40,000.00
Total Police					\$461,700.00
ALL DEPARTMENTS					
Interns**	\$11 per hour	2	2	1	\$17,200.00

*Based on 6000 apprx hours of labor

** Based on 2000 hours of labor/ this has not been fully factored into the current draft

*** Numbers do not reflect SS these are base salary costs

Budget Summary



6/14/2013

TOWN OF CAPITOL HEIGHTS FY 2014 BUDGET

	Budget Approved FY 2013	Mid year Approved FY 2012-2013	APPROVED BUDGET FY 2014	Departmental Budget Totals
Receipts Description				
Real Estate Taxes	\$1,054,000.00	\$1,054,000.00	\$1,246,000.00	
			Mayor & Council Budget	\$74,050.00
Personal Property taxes (town billing -2.0 / 2.50)	\$171,000.00	\$171,000.00	\$192,500.00	
			Community Events	\$40,000.00
State Taxes	\$289,800.00	\$289,800.00	\$278,600.00	
Town Licenses & Permits	\$103,700.00	\$103,700.00	\$106,750.00	
			Administration Department	\$890,700.00
Federal, State & County Revenue	\$53,000.00	\$53,000.00	\$47,000.00	
Federal, State & County Grants	\$811,000.00	\$861,000.00	\$868,000.00	
Police Department Revenues	\$76,000.00	\$120,500.00	\$103,800.00	
Other Revenues	\$346,500.00	\$455,120.00	\$438,000.00	Police Department \$724,700.00
Sale of Property	\$40,000.00	\$25,530.00	\$25,000.00	
			Neighborhood Services Department	\$730,700.00
Miscellaneous Receipts	14,600.00	\$14,500.00	\$11,500.00	
			Grant Expenditures	\$857,000.00
Total Budgeted Revenue	\$2,959,600.00		\$3,317,150.00	\$3,317,150.00

REVENUE - Expected
TOWN OF CAPITOL HEIGHTS
APPROVED BUDGET FOR FY ENDING JUNE 30 2014

Revenue Descriptions	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Receipts as of May 31 2013	Expected by June 30 2013	NEW Line Item	PROPOSED Budget FY 2014	Notes
Real Estate Taxes:								
Real Estate Taxes	4027	1,049,000.00	1,049,000.00	1,260,546.00	0.00	40100	1,065,000.00	CY .4619
Previous Years - taxes	4032	0.00	0.00	0.00	0.00	40200	175,000.00	
PG County Tax Liens	4034	5,000.00	5,000.00	6,299.00	0.00	40300	6,000.00	
		1,054,000.00	1,054,000.00	1,266,845.00	0.00		1,246,000.00	
Personal Property Taxes (Town Billing)								
Personal Property taxes	4028	83,500.00	83,500.00	80,620.00	2,880.00	40400	105,000.00	Rate 2.0
Real Property (Utilities)	4029	87,500.00	87,500.00	82,399.00	5,101.00	40500	87,500.00	Rate 2.5
		171,000.00	171,000.00	163,019.00	7,981.00		192,500.00	
State Taxes:								
Local Income Tax	4050	245,000.00	245,000.00	243,277.00	1,723.00	40600	245,000.00	
Amusement Tax	4060	3,500.00	3,500.00	4,884.00	0.00	40700	4,500.00	
Highway Users Taxes	4070	41,300.00	41,300.00	33,188.00	8,112.00	40800	29,100.00	II
		289,800.00	289,800.00	281,349.00	9,835.00		278,600.00	
Town Licenses, Fees & Permits								
Net Forfeiture	4108	1,000.00	1,000.00	0.00	1,000.00	40900	1,000.00	
Franchise Fee	4100	45,000.00	45,000.00	67,858.00	0.00	41000	60,000.00	II
Business License	4110	25,000.00	25,000.00	14,021.00	10,979.00	41100	15,000.00	
Rental License	4115	17,500.00	17,500.00	12,275.00	5,225.00	41200	15,000.00	
Building Permits	4120	2,500.00	2,500.00	6,857.00	0.00	41300	2,500.00	
Parking Permits	4130	700.00	700.00	0.00	700.00	41400	250.00	
Cable Franchise Application	4131	5,000.00	5,000.00	0.00	5,000.00	41500	5,000.00	
Tipping Fee Rebate	4240	7,000.00	7,000.00	8,043.00	0.00	41600	8,000.00	
		103,700.00	103,700.00	109,054.00	22,904.00		106,750.00	

APPROVED BUDGET FY 2014

Revenue Descriptions	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Receipts as of May 31 2013	Expected by June 30 2013	NEW Line Item	PROPOSED Budget FY 2014	Notes
Federal, State & County Shared Revenues:								
State Aid For Police	4220	45,000.00	45,000.00	38,666.00	38,666.00	41700	43,000.00	II
Police Drug Grant	4250	0.00	0.00	0.00	0.00	41800	0.00	
Police Grant for Seatbelts	4251	3,000.00	3,000.00	0.00	0.00	41900	4,000.00	
Office of Crime control	4522	5,000.00	5,000.00	0.00	0.00	42000	0.00	
		53,000.00	53,000.00	38,666.00	38,666.00		47,000.00	
Federal, State & County Grants								
Community Legacy -2011	4210	100,000.00	100,000.00	57,300.00	42,700.00	42300	0.00	Complete
CHCD- Legacy 2013	4502	0.00	50,000.00	0.00	50,000.00	42300	50,000.00	
Communtiy Legacy- 2012	4507	200,000.00	200,000.00	0.00	200,000.00	42300	30,000.00	6/13 purchase
MEA - Smart Communities		0.00	0.00	0.00	0.00	xxxx	72,000.00	
		0.00	0.00	0.00	0.00	xxxx	250,000.00	NEW
CDBG- PY 37	4211	311,000.00	311,000.00	44,500.00	266,500.00	42400	266,000.00	NEW
CDBG- PY 38	4212	200,000.00	200,000.00	0.00	200,000.00	42500	200,000.00	
		811,000.00	861,000.00	101,800.00	759,200.00		868,000.00	
Police Dept. Revenues								
Traffic Tickets / Citations	4320	15,000.00	15,000.00	14,784.00	216.00	42600	15,000.00	II
Impounds	4321	15,000.00	18,000.00	14,465.00	3,535.00	42800	18,000.00	
Code Enforcement	4322	1,000.00	1,000.00	165.00	835.00	42900	0.00	Delete
Fingerprints	4324	5,000.00	4,000.00	299.00	3,701.00	43000	8,000.00	
Red Light Camera	4378	15,000.00	0.00	0.00	0.00	42700	10,000.00	II
Red Camera Receipts	4326	25,000.00	109,000.00	109,503.00	0.00	42701	52,800.00	
		51,000.00	147,000.00	139,216.00	8,287.00		103,800.00	
Other Revenue:								
Refuse Collection	4310	300,000.00	300,000.00	300,000.00	0.00	43300	300,000.00	II
Previous Years Revenue	4301	25,000.00	128,620.00	128,620.00	0.00	43400	100,000.00	
Interests & Dividends	4330	1,500.00	1,500.00	0.00	1,500.00	43500	1,500.00	Code Fines
Miscellaneous Receipts	4370	15,000.00	20,000.00	31,445.00	0.00	43600	30,000.00	
Municipal Infractions	4375	0.00	0.00	200.00	0.00	43700	2,000.00	
Call A Bus	4380	5,000.00	5,000.00	2,940.00	2,060.00	43800	4,500.00	
		346,500.00	455,120.00	463,205.00	3,560.00		438,000.00	

APPROVED BUDGET FY 2014

Revenue Descriptions	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Receipts as on May 31 2013	Expected as on June 30 2013	NEW Line Item	PROPOSED Budget FY 2014	Notes
Sale of Property :								
Sale of Surplus property	4400	40,000.00	40,000.00	0.00	40,000.00	43900	25,000.00	
Miscellaneous Revenue:								
CH Hoops Classic	4515	2,500.00	2,500.00	1,425.00	1,075.00	44000	2,500.00	
Safety Programs	4516	1,000.00	1,000.00	0.00	1,000.00	44100	1,000.00	
CH Day Donations	4517	5,000.00	5,000.00	3,325.00	1,675.00	44200	6,000.00	
Senior Program Fees	4518	100.00	0.00	0.00	0.00	44300	0.00	
Sponsorship & Marketing	4523	5,000.00	5,000.00	0.00	5,000.00	44400	1,000.00	
Donations	4325	1,000.00	1,000.00	0.00	1,000.00	44500	1,000.00	
		14,600.00	14,500.00	0.00				
		\$14,600.00	\$14,500.00	\$4,750.00	9,750.00		11,500.00	
Budget Totals		\$2,959,600.00	\$3,189,120.00	\$2,567,904.00	\$576,796.00		\$3,317,150.00	
II These note changes to revenues from 6/10/13 to 6/17/13 meetings								
Grant Applications - Unsecured Funds								
DCHD - SGIF 2014					500,000.00		Due 8/2013	Metro
KaBOOM - Playgrounds		0.00	0.00		20,000.00		due 7/2013	Playground
CDBG PY 39 R		0.00	0.00		120,000.00		applied 5/2013	Streets
Bikeways		0.00	0.00		94,000.00		applied 5/2013	Green Street
Parks & Open Space		0.00	0.00		15,000.00		DUE 8/2013	Parks
State Bond Bill Funds		0.00	0.00		200,000.00		Fall 2013	Lighting
Chesapeake Bay Trust		20,000.00	20,000.00		20,000.00		due 8/13	Community
PG DCHD Home Funds		0.00	0.00		510,000.00		applied 5/2013	ED Metro
Community Legacy 2014		250,000.00	200,000.00	50,000.00	500,000.00		due 8/13	ED/Community
National Wildlife (NFWF)		0.00	0.00		600,000.00		due 6/13	Green Street
Harbor Grant		0.00	0.00		5,000.00		Due Fall 2013	Community
Police Grants					200,000.00		Various	Police
		270,000.00	220,000.00		2,784,000.00			
*Note the addition of Parks and Open Space Grant								

Mayor and Council Budget



TOWN OF CAPITOL HEIGHES

APPROVED BUDGET FOR FY ENDING JUNE 30 2014

Mayor & Council

Budget Description	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Expenses as of May 31 2013	Available as of June 01 2013	New Line Item	APPROVED BUDGET FY 2014	Notes
Council Salaries								
Council Salaries	5260	49,500.00	49,500.00	41,250.00	8,250.00	50105	42,600.00	II
Social Security & Medicare							6,900.00	7.654 SS & Med
		49,500.00	49,500.00	41,250.00	8,250.00		49,500.00	
Travel & Conferences								
Mayor's Travel	5250	2,000.00	2,000.00	0.00	2,000.00	53010	2,500.00	
MML Conferences	5275	8,000.00	8,000.00	2,338.00	5,662.00	53020	8,000.00	
Council Meeting Exp	5501	1,000.00	1,000.00	42.00	958.00	53030	1,000.00	
Council Travel Exp	5502	2,500.00	2,500.00	0.00	2,500.00	53040	1,000.00	
		13,500.00	13,500.00	2,380.00	11,120.00		10,000.00	
Membership & Registration:								
MML Annual Membership	5276	3,600.00	3,600.00	3,553.00	47.00	52500	3,650.00	
Mayors Association Fees	5251	500.00	500.00	0.00	500.00	52510	500.00	
		4,100.00	4,100.00	3,553.00	547.00		4,150.00	
Council Expenses:								
Mayor's Expenses	5503	2,500.00	2,500.00	1,967.00	533.00	51025	3,000.00	
Council Expenses	5504	3,000.00	3,000.00	104.00	2,896.00	51030	3,000.00	
Mayor & Council election	xx	0.00	0.00	0.00	0.00	51037	4,400.00	Council 5/14
		\$5,500.00	\$5,500.00	2,071.00	3,429.00		10,400.00	
Mayor & Council - Total			\$109,900.00	\$71,455.00	\$38,445.00		\$74,050.00	

Community Affairs



TOWN OF CAPITOL HEIGHTS**APPROVED BUDGET FOR F Y ENDING JUNE 30 2014****Community Affairs**

Budget Description	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Expenses as of May 31 2013	Available by June 01 2013	NEW Line Item	APPROVED BUDGET FY 2014	Notes
Community Events and Programming								
Newsletter & Marketing	5300	2000.00	2000.00	374.00	1626.00	54300	3,500.00	
Community Promotions	5070	5,000.00	5,000.00	4,309.00	691.00	53110	9,500.00	
Donations & Contributions	5100	2,000.00	2,000.00	0.00	2,000.00	53120	3,000.00	
Age Oriented Programing and Event Support								
Senior Programs	5280	2,000.00	2,000.00	100.00	1,900.00	53130	3,000.00	
Youth Programs	5282	6,000.00	6,000.00	3,035.00	2,965.00	53140	6,500.00	
Large Scale Town Events								
Hoops Classic Expenses	5491	1,500.00	4,300.00	4,276.00	24.00	53160	4,500.00	
Capitol Heights Day	5045	10,000.00	10,000.00	1,900.00	8,100.00	53170	10,000.00	
Community Affairs Total		26,500.00	29,300.00	13,620.00	15,680.00		40,000.00	

Grant Expenditures

TOWN OF CAPITOL HEIGHTS

APPROVED BUDGET FOR FY ENDING JUNE 30 2014

Grant Expenditures

Budget Description	Line Item	Budget Approved FY 2013	Mid Year Approved FY 2013	Expenses as on May 31 2013	Available as on June 01 2014	NEW Line Item	APPROVED BUDGET FY 2014	NOTES
Grant Funded Projects								
CDBG PY 37 (Streets)	5065	311,000.00	311,000.00	0.00	0.00	56360	266,000.00	
CDBG PY 38 (Streets)		200,000.00	200,000.00	0.00	0.00	XXX	185,000.00	
Community Legacy Exp	5066	300,000.00	350,000.00	7,550.00	0.00	57200	80,000.00	
DHCD - SGIF Expenses		0.00	0.00	0.00	0.00	XXX	250,000.00	
		811,000.00	861,000.00	7,550.00	0.00		781,000.00	
Grant Funded Projects								
MEA Grant Expenses	New						72,000.00	
Grant funded Project Police Department								
Seat Belt Overtime	5378	3,000.00	3,000.00	0.00	3,000.00		4,000.00	
Equipment Purchase	New	0.00	0.00	0.00	0.00		0.00	
							4,000.00	
Grants Total							857,000.00	
Grant Applications - Unsecured Funds								
Police Grants							200,000.00	Police
KaBOOM - Playgrounds							20,000.00	Playgrounds
MD Bikeways							94,000.00	Green Street
Parks & Open Space*							15,000.00	Parks
Chesapeake Bay Trust							20,000.00	Community
Harbor Grant							5,000.00	Community
PG DCHD Home Funds							510,000.00	Metro
DCHD SGIF 2014							500,000.00	Metro
Community Legacy -2014							500,000.00	Metro/ED
National Wild Life (NFWF)							600,000.00	Green Street
CDBG PY 39 R							120,000.00	Streets
Bond Bill Funding							200,000.00	Lighting
							2,784,000.00	

*Note the addition of Parks and Open Space Grant

Administration Budget



**Michelle Bailey-Hedgepeth
Town Administrator**

Expenses - Administration

TOWN OF CAPITOL HEIGHTS

APPROVED BUDGET FOR F Y ENDING JUNE 30 2014

Budget Description	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Expenses as on May 31 2013	Available as on June 1 2013	NEW Line Item	APPROVED BUDGET FY 2014	Notes
Salaries & Benefits								
Salary - Employees	5010	280,000.00	300,000.00	224,577.00	75,423.00	50105	327,200.00	
Social Security & Medicare	xxx						27,200.00	7 65% SS & MED
Health Insurance	5160	20,000.00	30,500.00	26,715.00	3,785.00	50400	27,000.00	
Life Insurance	5223	1,000.00	1,500.00	983.00	517.00	50455	3,500.00	(all depts.)
Payroll Services	5349	1,500.00	1,500.00	752.00	748.00	50600	5,200.00	
Merrill Lynch/ ICMA	5367	3,000.00	1,000.00	1,450.00	1,550.00	50250	10,500.00	(all depts.)
ICMA Fees	5369	300.00	1,300.00	300.00	0.00	50900	2,000.00	
Unemployment Insurance	5535	7,500.00	11,500.00	11,586.00	Minu-\$86.00	50500	10,500.00	(all depts.)
		313,300.00	347,300.00	266,363.00	82,023.00		413,100.00	
General Expenses:								
Professional Development	5380	1,000.00	2,500.00	2,267.00	33.00	50550	2,500.00	
Dues & subscriptions	5110	2,300.00	2,300.00	934.00	1,366.00	51840	2,300.00	
TA Expenses	5235	1,000.00	1,700.00	1,516.00	184.00	51100	1,500.00	
Petty Office Expenses	5360	300.00	500.00	375.00	100.00	51200	500.00	
Equipment Rental	5130	12,000.00	14,000.00	10,320.00	3,680.00	51820	15,000.00	
Computer Supplies	5371	2000.00	4050.00	3,668.00	382.00	51300	4500.00	
Postage	5375	5000.00	5000.00	2,522.00	2,478.00	51065	5500.00	
Phones	5595	1,200.00	1,200.00	313.00	887.00	51035	9,000.00	(all depts.)
Office Supplies	5340	7,000.00	9,000.00	5,698.00	3,302.00	51600	9,000.00	
Christmas Party	5065	500.00	750.00	674.00	76.00	51700	800.00	
		29,000.00	41,000.00	25,086.00	11,089.00		50,600.00	

Budget Description	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Expenses as on May 31 2013	Available as on June 01 2013	NEW Line Item	APPROVED BUDGET FY 2014	Notes
Building Maintenance: One Capitol Heights Blvd - Town Hall								
Building Repairs	5023	2,500.00	4,600.00	1,750.00	2,250.00	52100	5,000.00	
Electricity	5115	5,000.00	5,000.00	3,806.00	1,194.00	52200	4,000.00	
Gas - Heating	5149	2,000.00	2,000.00	1,494.00	506.00	52300	2,000.00	
Office Furniture	5325	500.00	250.00	0.00	250.00	0	1,000.00	
Pest Control	5368	1,000.00	1,000.00	831.00	169.00	52410	1,500.00	
Alarm Security	5430	1,500.00	5,000.00	4,562.00	438.00	52420	6,000.00	
Telephone & Faxes	5490	3,500.00	7,500.00	6,566.00	934.00	52430	8,000.00	
WSSC- water & sewage	5555	250.00	500.00	289.00	211.00	52440	500.00	
		16,250.00	25,850.00	19,298.00	5,952.00		28,000.00	
Insurance Expenses								
Liability Insurance	5220	12,500.00	27,500.00	38,808.00	0.00	54200	71,500.00	
Workmen Comp (IWIF)	5560	35,000.00	35,000.00	21,581.00	13,419.00	58400	149,000.00	
		47,500.00	62,500.00	60,389.00	13,419.00		220,500.00	
Administrative Services								
Accounting Services	5004	12,000.00	17,000.00	11,250.00	5,750.00	51000	12,000.00	
Advertising	5006	4,000.00	4,000.00	1,572.00	2,428.00	51015	4,000.00	
Audit Fees	5014	17,500.00	17,500.00	17,296.00	204.00	51020	18,000.00	
Computer Tech Support	5080	8,000.00	8,700.00	8,000.00	0.00	51040	10,000.00	
Economic Development	5112	40,000.00	40,000.00	29,320.00	10,680.00	51050	40,000.00	
Legal Services	5210	45,000.00	53,000.00	46,489.00	6,511.00	51055	55,000.00	
		126,500.00	140,200.00	113,927.00	25,573.00		139,000.00	
Economic Development & Miscellaneous Expenses:								
ED Development Expenses	5581	2,000.00	800.00	2,000.00	2,000.00	58100	6,000.00	
Real Estate Tax	5395	0.00	3,800.00	3,719.00	Minu-\$1719.00	58200	1,000.00	
Miscellaneous Expenses	5270	12000	12000	1967	10033.00	51060	7500.00	
Transfer to PNC Fund	5565	0.00	30,000.00	30,000.00	0.00	51800	25,000.00	
		14,000.00	46,600.00	37,686.00	12,033.00		39,500.00	
Admin. Dept. - Total		<u>\$584,350.00</u>	<u>\$725,220.00</u>	<u>\$610,017.00</u>	<u>\$83,933.00</u>		<u>\$890,700.00</u>	

Neighborhood Services Budget



6/14/2013

Expenses - Neighborhood Dept

TOWN OF CAPITOL HEIGHTS**REVISED BUDGET FOR FY ENDING JUNE 30 2014**

Budget Description	Line Item	Budget Approved FY 2013	Mid Year Approved FY 2013	Expenses as of May 31 2013	Available on June 01 2013	NEW Line Item	APPROVED BUDGET FY 2014	NOTES
Salary & Benefits:								
Salaries	5410	195,000.00	195,000.00	153,776.00	41,224.00	50115	218,000.00	II
Social Security & Medicare							16,500.00	7.65 % SS & MED
Salaries (Overtime)	5347	0.00	0.00	0.00	0.00	50300	0.00	
Health Insurance	5160	10,000.00	8,000.00	5,683.00	2,317.00	50400	8,000.00	
Professional Development	5380	250.00	250.00	185.00	65.00	50550	500.00	
		205,250.00	203,250.00	159,644.00	43,606.00		243,000.00	
Staff Support Expenses:								
Dues & Subscription	5110	0.00	0.00	0.00	0.00	51840	200.00	
Professional Development	5380	250.00	250.00	0.00		50550	500.00	
Uniform Lease / Cleaning	5530	500.00	500.00	381.00	119.00	53750	500.00	
		750.00	750.00	381.00	119.00		1,200.00	
Building Maintenance Expenses: 6000 Old Central Avenue								
Building Repairs	5023	500.00	500.00	0.00	500.00	52100	500.00	
Electricity	5115	1,000.00	1,000.00	1,031.00	Minu-\$31.00	52200	1,200.00	
Gas - Heating	5149	250.00	250.00	185.00	65.00	52300	300.00	
Sanitorial	5163	6,500.00	6,500.00	4,680.00	1,820.00	52350	6,700.00	
Pest Control	5368	0.00	0.00	0.00	0.00	52410	0.00	
Security Alarm	5430	750.00	2,750.00	2,146.00	104.00	52430	2,300.00	
Telephone - land line	5490	550.00	550.00	443.00	107.00	52430	600.00	
WSSC - water & sewage	5555	150.00	150.00	71.00	79.00	52440	200.00	
		9,700.00	11,700.00	8,556.00	2,675.00		11,800.00	

enses - Neighborhood Dept

Budget Description	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Expenses as of May 31 2013	Available on June 01 2013	NEW Line Item	APPROVED BUDGET FY 2014	NOTES
Fleet Services & Call A Bus								
Gas & Oil	5150	4,000.00	2,600.00	1,585.00	2,415.00	52300	5,000.00	
Vehicle Maintenance	5550	3,000.00	3,000.00	1,306.00	1,694.00	53205	5,000.00	
Capitol Outlay	5050	8,000.00	8,000.00	3,825.00	4,175.00	53350	8,000.00	
		15,000.00	13,600.00	6,716.00	8,284.00		18,000.00	
Maintenance Items:								
Equipment & Tools	5119	2,200.00	6,150.00	4,668.00	1,482.00	56250	4,000.00	
Equipment - Repairs	5122	1,500.00	3,000.00	0.00	3,500.00	56260	1,500.00	
Landscaping Services	5165	17,000.00	17,000.00	13,557.00	3,443.00	56270	17,000.00	
Landfill Charges	5195	3,500.00	8,000.00	6,175.00	1,825.00	56280	9,500.00	
Materials & Supplies	5240	8,000.00	8,000.00	5,392.00	2,608.00	56290	5,000.00	
Mosquito Control	5280	1,000.00	1,000.00	0.00	1,000.00	56310	1,500.00	
Special Projects	5451	4,000.00	13,000.00	3,256.00	9,744.00	51250	22,000.00	Lighting II
Speed Control Devices	5379	3,000.00	2,000.00	0.00	2,000.00	56320	10,000.00	
Sanitation - Trash Pick up	5420	280,000.00	280,000.00	145,900.00		57300	280,000.00	
Signage - Traffic	5435	2,500.00	4,500.00	1,134.00	3,366.00	56330	2,500.00	
Snow & Ice Removal	5440	15,000.00	6,000.00	4,078.00	1,922.00	56340	14,000.00	
Street Light (Electricity)	5470	60,000.00	60,000.00	53,863.00	6,137.00	56350	65,000.00	
et Maintenance	5480	16,000.00	16,000.00	1,456.00	14,544.00	56360	18,000.00	
se Cutting / Removal	5516	10,000.00	2,500.00	0.00	5,000.00	56370	5,000.00	
Storage Space Rental	5517	1,500.00	1,500.00	1,050.00	950.00	56380	1,700.00	
		425,200.00	428,650.00	240,529.00	57,521.00		456,700.00	
Neighborhood Department - Total								
		\$1,514,650.00	\$1,561,250.00	\$629,434.00	\$931,816.00		\$730,700.00	II
II Notes Changes made to the budget by Council at 6/17/13 Meeting								

**Removed Grants from this Budget

Police Budget



Anthony Ayers
Police Chief

TOWN OF CAPITOL HEIGHTS

REVISED BUDGET FOR FY ENDING JUNE 30 2014

Police Department Budget

Budget Description	Line Item	Budget Approved FY 2013	Mid year Approved FY 2013	Expenses as on May 31 2013	Available as on June 01 2013	NEW Line Item	APPROVED BUDGET FY 2014	NOTES
Salary & Benefits:								
Salary - Police Dept	5410	458,000.00	458,000.00	349,577.00	108,423.00	50110	461,700.00	II
Social Security & Medicare	xxx						38,300.00	7 65% - SS & MED
Salaries - Overtime	5347	5,000.00	7,000.00	2,476.00	2,524.00	50300	5,000.00	
Salaries - Special Pays	5348	10,000.00	8,000.00	3,500.00	6,500.00	50350	7,000.00	
Professional Development	5377	2,000.00	2,000.00	220.00	1,780.00	50550	1,000.00	
Training - Police Officers	5518	3,500.00	2,500.00	886.00	2,614.00	50650	4,500.00	
Health Insurance	5160	35,000.00	28,000.00	24,458.00	10,542.00	50400	40,000.00	
		513,500.00	505,500.00	381,117.00	132,383.00		557,500.00	
Public Safety Supports:								
Ammunition	5011	2,500.00	4,000.00	3,549.00	451.00	53450	4,000.00	
Weapons	5557	2,000.00	7,000.00	6,376.00	624.00	53850	3,000.00	
Uniform Purchases	5529	2,000.00	7,000.00	5,656.00	1,344.00	56350	6,000.00	
Uniform cleaning	5530	5,000.00	4,000.00	508.00	3,492.00	53750	2,500.00	
		11,500.00	22,000.00	16,089.00	5,911.00		15,500.00	
Police Fleet Related Expenses								
Vehicle Maintenance	5550	12,000.00	25,000.00	12,312.00	0.00	53202	15,000.00	II
Capitol Outlay	5050	35,000.00	45,000.00	4,770.00	0.00	53350	65,000.00	
Radio Repairs - police cars	5391	1,000.00	1,000.00	0.00		53550	500.00	
Gasoline - Vehicles	5150	20,000.00	27,000.00	16,651.00		53210	25,000.00	II
Air Cards	5598	3,500.00	5,000.00	2,271.00	2,729.00	53960	7,000.00	
		71,500.00	103,000.00	36,004.00	2,729.00		112,500.00	

Expenses - Police Department

Budget Description	Line Item	Approved Budget FY 2013	Mid year Approved FY 2013	Expenses as on May 31 2013	Available as on June 01 2013	NEW Line Item	APPROVED BUDGET FY 2014	NOTES
Building Maintenance Expenses: 401 Capitol Heights Blvd								
Building / Repairs	5023	2,500.00	4,500.00	4,103.00	397.00	52100	5,000.00	
Electricity	5115	3,500.00	3,500.00	3,406.00	94.00	52200	4,000.00	
Gas - Heating	5149	2,000.00	2,000.00	1,286.00	714.00	52300	2,000.00	
Pest Control	5368	1,000.00	1,000.00	653.00	347.00	52420	0.00	
Security Alarm	5430	1,000.00	3,500.00	2,720.00	780.00	52420	4,000.00	
WSSC- water & sewage	5555	500.00	750.00	323.00	427.00	52440	500.00	
		10,500.00	15,250.00	12491.00	2,759.00		15,500.00	
General Expenses:								
Office Equipment.	5119	3,000.00	6,000.00	4,594.00	1,406.00	56250	6,000.00	
Office Supplies	5340	2,500.00	8,000.00	5,045.00	2,955.00	51600	8,000.00	
Equipment Repairs / Rental	5130	4,500.00	4,500.00	1,947.00	2,553.00	51820	2,500.00	
Dues & Subscription	5110	0.00	0.00	0.00	0.00	51840	500.00	
Police Chief Expenses	5053	1,000.00	1,000.00	130.00	870.00	51830	1,200.00	
Telephone & Faxes	5490	2,500.00	5,000.00	2,361.00	2,639.00	52430	4,500.00	
Red Light Camera Exp.	5411	2,000.00	2,000.00	0.00	2,000.00	51860	1,000.00	
		15,500.00	26,500.00	14,077.00	26,954.00		23,700.00	
Police Department - Total								
		\$756,500.00	<u>\$792,750.00</u>	\$609,503.00	\$183,247.00		<u>\$724,700.00</u>	

Expenses for Insurance and IWIF have been moved to Administration

II Notes Changes to Budget - TC made change of \$20,000 from PD to NSD at 6/17/13 Budget Adoption

List of Budget Terms

Adopted Budget

The Town's financial plan for the fiscal year beginning July 1. The budget is required by law to be approved by the Town Council. The legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in the amount and as to the time when it may be expended. It is the act of appropriation that funds the budget.

Assessed Value (Tax Assessments)

A valuation set upon real estate or other property by a government as basis for levying taxes. Taxable valuation is calculated from an assessed valuation. The assessed value is set by the State of Maryland.

Capital Outlay or Capital Equipment

Items such as office furniture, fleet equipment, data processing equipment, and other operating equipment with a unit cost of \$750 or more. This line item also covers the debt service and payment.

Charge for Services and Fees

Charges for a specific governmental service which cover the cost of providing that service to the user (e.g.- building permits, rental licenses, and other fees)

Fiscal Year

A twelve-month period of time to which the annual budget applies. At the end of this time, a governmental unit determines its financial position and the results of its operations. The Pinellas County fiscal year begins on July 1 and ends on June 30 of the subsequent calendar year.

Fund

An accounting entity with a complete set of self balancing accounts established to account for finances of a specific function or activity. The resources and uses are segregated from other resources and uses for the purpose of carrying on specific activities or attaining specific objectives in accordance with special regulations, restrictions, or limitations.

Funding Sources

The type or origination of funds to finance ongoing or one-time expenditures. Examples are ad valorem taxes, user fees, licenses, permits, and grants.

General Fund

This fund accounts for all financial transactions except those required to be accounted for in other funds. The fund's resources, ad valorem taxes, and other revenues provide services or benefits to all residents of the Town of Capitol Heights.

Operating Budget

The operating budget includes appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g., salaries and related benefits; operating supplies; contractual and maintenance services; professional services, and software).

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Taxable Value

The assessed value of property minus any authorized exemptions. This value is used to determine the amount of property (ad valorem) tax to be levied.

Transfers

Because of legal or other restrictions, monies collected in one fund may need to be expended in other funds. This is accomplished through Transfer-In (a source of funds) for the recipient fund and an equal Transfer-Out (a use of funds) for the donor fund. When this movement occurs between different funds, it is known as the Interfund Transfer.



Town of Capitol Heights – Mayor and Council 2010-2014

Kito A. James, Mayor

Marnitta King, Council Member - Mayor Pro Tempore

Renita Cason, Council Member

Victor James, Council Member

Tamil Perry, Council Member

Kenneth Vinson, Council Member

Linda D. Monroe, Council Member

Town Administration

Michelle Bailey-Hedgepeth, Town Administrator